

**CONFIDENTIAL**

10 OCT 10/2

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Office of Personnel Report - Week Ending  
6 October 1972**

25X1A 1. Conversion from Staff to Contract: Earlier this year the Executive Director-Comptroller authorized the conversion of 13 additional individuals in the Office of Training from staff to contract status for FY 1973. The employees affected by this decision are located at [REDACTED]. The field portion of this exercise has just been completed. All 13 OTR employees have signed their contract employee "special" agreements bearing a 15 October 1972 effective date. They also signed terminal staff personnel actions which are labeled "conversion to contract." The personnel actions are being processed.

25X1A 2. Voluntary Investment Plan: On 3 October [REDACTED]  
25X1A [REDACTED] of the Office of Personnel and [REDACTED] of the  
25X1A Office of Finance visited the Insurance Company of North America Security Corporation in Philadelphia. The purpose was to investigate the possibility of reduction of certain charges to VIP (e.g., 1% sales charge on reinvestment of dividends) and to discuss certain procedures between the INA Security

**CONFIDENTIAL**

EL-2 IMPDET CL BY 012152

**CONFIDENTIAL**

Corporation and VIP (e.g., speed up on confirmations and bank statements).  
A full report of the meeting is being prepared for submission to the  
Executive Secretary of the Board of Trustees.

3. Position Management:

25X1A a. We have received an Office of Communications  
proposal to transfer the communications [REDACTED]  
function from the Special Programs Division to the O/Commo  
25X1A Career Management and Training Staff. This will place it  
under the command structure of the [REDACTED] Communications  
School and establish it as a separate department.

25X1A b. The Office of Logistics has submitted a proposal  
for realignment of the Procurement Division. This proposal  
is now under review.

25X1A c. The Domestic Contact Service and Office of  
Security [REDACTED] survey is progressing on schedule.  
25X1A The first phase of audits was completed last week and covered  
[REDACTED]  
25X1A [REDACTED] After a  
two-week review at Headquarters and further preparation, the  
team will survey the remaining [REDACTED]

**CONFIDENTIAL**

CONFIDENTIAL

25X1A

4. Recruitment: Recruiters [REDACTED] attended a Career Day last week at Virginia State College in Petersburg.

25X1A

5. New Officer for [REDACTED] We have been advised by the Department of Army Focal Point Officer that the Chief of the Colonels Division, Officer Personnel Directorate, Department of Army, has approved our request for the assignment of [REDACTED] Infantry, as the replacement for [REDACTED] will retire on 30 June 1973. [REDACTED] was previously assigned to the Agency with [REDACTED] and was requested by name because of his known qualifications. DD/S has approved based on information submitted previously.

25X1A

25X1A

25X1A

25X1A

6. UBLIC: The "What is a UBLIC?" brochure has resulted in 84 applications. Seventy-three are new applications and 11 are for increased coverage. Of important interest, the average age of the applicants is 38 years. Sixty-seven men have applied and 17 women.

7. Blood Donor Day: 158 pints of blood were donated on 3 October.

8. Exercise Room: At the end of September, the first month for which the Exercise Room was available to women between the hours of 1300

CONFIDENTIAL

and 1500 on Tuesdays and Thursdays, an average of 17 women used the room each eligible day during that period.

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

Distribution:

0 & 2 - Addressee

1 - IG

✓ - D/Pers Subject

1 - D/Pers Chrono

25X1A

OD/Pers [REDACTED] dpm (10 Oct 72)